



## *Internship Opportunities for Summer*

### **U.S. Department of Housing and Urban Development OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT (CPD)**



#### **Office of Economic Development and Empowerment**

##### **EMPOWERMENT ZONE/ENTERPRISE COMMUNITIES INITIATIVE**

The Empowerment Zone/Enterprise Community (EZ/EC) Initiative Washington Office has embarked on its second round of Empowerment Zone designations. The first set of 72 designees is carrying out their 10-year programs. For the second round, 15 additional urban Empowerment Zones were designated January 1, 1999.

The designations and implementation process is an exciting stage of this initiative, providing a wide range of experiences and challenges for interns in implementing a program from the ground up. Interns can be involved in providing assistance in getting the newly designated communities started, evaluating and tracking much of the application & selection process that led to designation, such as policy, procedures and methods of selection, and will also be able to interact with many different key stakeholders in communities. These include Federal, State and local government officials; nonprofit entities; private sector partners such as financial institutions, Zone businesses, and national corporations interested in EZ activities.

Some examples of specific work that needs to be done to carry out the implementation process include tracking the designation process, and announce new designees are listed below. Typically, we encourage interns to assume as much responsibility as they can handle, and we consider them full partners in our initiatives.

**PUBLICATIONS:** Development of informational and program guidance, training materials, and technical assistance.

**WORKSHOPS AND CONFERENCES:** Topical satellite broadcasts are provided monthly for current designees implementing their plans and programs. Interns would assist in developing, coordinating, conducting, & evaluating training and satellite broadcasts and other classroom training such as leveraging resources.

**POLICY DEVELOPMENT:** Policies governing management of the second round of EZ designations will be prepared, along with methods for meshing first and second round efforts.





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**TECHNOLOGY/COMMUNICATIONS:** The EZ/EC Initiative maintains a sophisticated Internet web site, and an effective system of broadcast "flash faxes." These, along with the satellite broadcasts and other distance learning activities require constant maintenance and innovation.

**PROGRAM MANAGEMENT:** We are developing an Internet-based reporting & tracking system in which designees will submit annual progress information, along with changes to their strategic plans. The system will begin in December and there are opportunities to work on refining, evaluating and implementing it.

For more information contact **Elaine Braverman, (202) 708-6339 ext. 4663 or email :[Elaine-Braverman@Hud.gov](mailto:Elaine-Braverman@Hud.gov)**



### **Office of Economic Development and Empowerment**

#### **GRANTS MANAGEMENT DIVISION**

The Grants Management Division is responsible for closing out the Urban Development Action Grant (UDAG) program, a 20-year old program to leverage job-generating capital investment in distressed localities. HUD funding from \$50 thousand to \$10 million remains obligated for approximately 90 projects, any of which may involve multiple public and private parties and complex real estate and business finance issues. The original UDAG projects included hotel, office, rental and for-sale housing, industrial, downtown parking, and mixed use developments in large and small cities.

Grants Management Division has an immediate need for assistance with

- Reducing the size of the unspent grant obligations through efficient, effective negotiations and sound projects and to reduce controversy when the funds are recaptured;
- Developing or implementing innovative, user-friendly electronic communication and information tools on a pilot basis;
- Development of system improvements to serve as models that can be adapted for larger, ongoing programs; and
- System changes to maintain compatibility with the major HUD-wide initiatives to modernize Departmental information technology (IT) systems.



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Potential applicants will have the opportunity to participate in:

- Up-front negotiations & technical assistance to expedite complex financial transactions, including tracking documents & telephone calls;
- Review of applications for federal assistance, including internal and external documents and review of program data and supporting documents to monitor real estate and job development activities;
- Developing management reporting systems to provide immediate, useful summaries and help track sensitive documents and negotiations and
- Assisting in review of Grant agreements and other documents required for implementation & closeout.

Interns interested in working with this branch of the office will participate in both the development of information technology (IT) tools and the multi-party financial negotiations to the full extent of his or her abilities. Specific work assignments may include but are not limited to three areas:

1. End-user computing. Developing templates and documents in Access, Visual Basic, Word, Excel, web page software, GIS software, or proprietary systems of HUD. Interface with IT providers and support contractors. Train or prepare instructions for others to follow. Clean up newly computerized data.
2. Policy research and financial analysis. Research current efforts by HUD, EPA, Department of Labor, & client agencies to improve job training, environmental cleanup, & portfolio management for economic development loans. Write summaries of existing practices, transactions, or proposals. Write drafts of financing agreements & project summaries for internal loan committee reviews or external information sharing.

For further information, contact **John Haines, 708-0614, ext. 4616** or  
**email: [John-Haines@Hud.gov](mailto:John-Haines@Hud.gov)**



### **Office of Economic Development and Empowerment**

#### **YOUTHBUILD INITIATIVE**

The Office of Economic Development and Empowerment Service, (OEDES) provides a focal point for HUD's various economic and development programs and policies. The Office administers two competitive grant programs. The **Youthbuild Program**,





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authorized by the McKinney Homeless Assistance Act of 1992 and the **Rural Housing and Economic Development Program**, authorized by the Department of Veteran's Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1999.

#### **Youthbuild Program**

The Youthbuild program was authorized as "Youthbuild (HOPE for Youth)" on October 28, 1992, under the Housing and Community Development Act of 1992. The program provides grant funding on a competitive basis to public and private non-profit organizations and government entities for the purpose of providing economically disadvantaged at risk young adults with education, employment, and leadership skills and expand the supply of affordable housing by building and rehabilitating housing for low-income and homeless persons. It provides both on-site construction experience and off-site academic and job skills training for high school dropouts ages 16-24 in low-income communities.

The Youthbuild has one competition per fiscal year, typically conducted during the 3<sup>rd</sup> quarter of the fiscal year. This year's competition will have a budget amount of approximately \$40 million dollars.

#### **Rural Housing and Economic Development Program**

This program provides for \$27 million in grants for capacity building for rural housing and economic development, to support innovative housing and economic development activities in rural areas, and seed support for development of rural housing and economic development in areas of limited capacity.

The Youthbuild Program Division is seeking interns with **analytical, written, and verbal skills**.

Responsibilities **will include but are not limited to:**

- ability to write clearly and concisely;
- assists in the development of analysis of policies and procedures needed to carry out competitions;
- prepare input and manage various data bases;





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- prepare written responses to various sources, i.e. Congress, state and local government officials, non-profit organizations etc.;
- participate in technical and substantive reviews of Youthbuild applications;
- assist in development of training modules, application forms; and
- assist grantees in resolving problems related to their Youthbuild application submittals.

For further information, contact **Phyllis Williams, 708-3484, ext. 4608**  
or email : **[Phyllis-Williams@Hud.gov](mailto:Phyllis-Williams@Hud.gov)**